



110 – 750 Hamilton Street | Vancouver, BC V6B 2R5 | 604.879.9888 | musiconmain.ca

## Job Posting: Artistic Planning & Operations Manager Application Deadline: June 26, 2025

### About Music on Main

***Music that brings us together.*** Music on Main's artistic vision is grounded in presenting top-flight classical, new, and genre-bending music in environments that are intimate and social. We offer access to music, artistic adventure, and community while building connections between artists and audiences. Since 2006, the organization has developed internationally lauded programming, featuring more than 1,800 musicians, over 700 concerts, 150+ world premieres, and a YouTube channel with nearly 1.8 million views.

Independent and vibrant, Music on Main strives for game-changing production values, rock-solid administration and financial management, enhanced audience-artist interaction, and industry-leading marketing, fundraising, and digital programs. Our work culture thrives on co-operation, respect, and kindness while nurturing individual and group development. Our offices are in downtown Vancouver at The Post at 750 where Music on Main and its team participate as members of the 110 Arts Cooperative.

Local, cosmopolitan, and globally connected, Music on Main is regularly cited as one of Canada's leading music series.

### About the Artistic Planning & Operations Manager Position

Music on Main seeks an artistic planning and administrative leader who wants to enhance the artistic and organizational excellence of one of the most celebrated music presenters in Canada's cultural scene. As a vibrant, mature organization, Music on Main offers its team plenty of opportunity for experience, growth, and autonomy. Our entrepreneurial spirit engages a build-measure-learn model for all that we do, including testing, reporting, and refining production, financial, and administration tools. We engage cutting-edge methodologies to create productive, creative, and efficient project management. Reporting to Artistic Director David Pay and working closely with the board of directors, the Artistic Planning & Operations Manager will be responsible for the overall management and supervision of Music on Main's operations. The position has three primary areas of focus:

1. **Planning & Production** focuses on creating excellent productions and artist communications. Includes: preparing, managing, and implementing all artist and production contracts; overseeing productions to meet artist, audience, and organization needs; booking venues; creating and communicating rehearsal and production schedules; assisting non-resident artists with work permits and CRA-compliance documents; liaising with the Production Manager to communicate budgets, technical, and production requirements; managing artist database.
2. **Financial** focuses on managing robust financial reporting with an eye to both day-to-day and long-term operations. Includes: preparing, managing, and implementing a +/- \$750K operating budget in collaboration with the Artistic Director and Finance Manager; preparing financial reports; leading Finance Committee meetings; assisting the Development Manager with grant and final report preparation; overseeing CADAC, budgets, and projections for grants and final reports; ensuring that the organization remains compliant with all CRA and other regulations; overseeing the review engagement or audit process with an independent accounting firm; supporting fundraising efforts for the organization.
3. **Administration & Operations** focuses on the daily business of running programs and maintaining general operations. Includes: arranging and attending board and committee meetings; scheduling staff meetings and ensuring their efficiency; providing vision for and alignment with Music on Main's strategic plans; participating in 110 Arts Cooperative meetings; preparing, managing, and implementing all employment and service contracts; supervising several staff and contractor positions; contributing to a positive, energetic workplace culture.

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### About You

You're a collaborative, ambitious professional who is passionate about systems, organizations, finances, and the arts. You take pride in being detail oriented, and you thrive on planning. You find a certain magic in deadlines. Your experience with contracts helps you predict future needs. Your history managing productions helps you see what needs to be done, both on stage and off. You take pride in your collaborative approach to management, and you love leading teams. You challenge the *status quo*, looking for always-better ways. You've worked in a related position for a minimum of five years. You are eligible to work in Canada.

### Compensation

This is a full-time position with an annual salary of \$64,000-\$68,000 plus benefits. At Music on Main, all employees start with three weeks per year of holidays, plus an additional paid week-long holiday closure over the New Year as well as additional office-wide paid days off. After three months, employees receive a comprehensive benefits package as part of their compensation.

Music on Main is proud to be a certified Living Wage Employer.

### Hours

This is a full-time position, generally working during the day, Monday to Friday, at our downtown Vancouver offices. During busy production periods, Music on Main utilizes "hours of work averaging agreements" and may require you to work flexible hours, including attending and managing events on evenings and weekends.

### Commitment to Equity

Music on Main prioritizes equity, diversity, and inclusion in all its forms. We encourage applications from members of groups that are historically, persistently, and systemically underrepresented including: Indigenous, Black and people of colour; people identifying as LGBTQ2AI+ and/or non-binary; people living with visible and invisible disabilities; and members of other equity seeking groups. While Music on Main does not offer child care, we offer a flexible work environment and encourage applications from parents with young children.

### Application Process

Please email your resumé, cover letter, and two references to [hire@musiconmain.ca](mailto:hire@musiconmain.ca) by **June 26, 2025**, with the subject line "Artistic Planning & Operations." In your cover letter, please explain why you are an excellent candidate for the position.

While we thank all applicants, only those selected for interviews will be contacted. We look forward to hearing from you!